

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Department of Human Resources

District Personnel Manual Issuance System

DPM Instruction No. 3-7

This instruction should be filed behind the divider for Part III of DPM Chapter(s) 3

SUBJECT: Revised Form **DC-2000RP**, *Residency
Preference for Employment*

Date: March 3, 2008

1. Purpose

The purpose of this District Personnel Manual (DPM) instruction is to issue a revised D.C. Standard Form (DCSF) 2000RP, District of Columbia Government, Residency Preference for Employment.

2. Authority

D.C. Law 17-108, the Jobs for D.C. Residents Amendment Act of 2007 (Act), effective February 6, 2008 (D.C. Act 17-172; 54 DCR 10993, November 16, 2007).

3. Form DC-2000RP, "Residency Preference for Employment"

The major provisions of the Act, which amended the residency preference law, are as follows:

- a. District government agencies are required to use a ranking system based on a 100-point scale for all competitive employment decisions for positions in the Career Service, Educational Service, Legal Service (line attorneys only), Excepted Service (attorney positions only), and Management Supervisory Service.
- b. District resident applicants shall be awarded a preference of 10 points, unless the person declines the preference points.
- c. The 10-point preference is in addition to any points awarded on the 100-point scale.
- d. No less than 8 proofs of bona-fide District residency are required.
- e. If selected, the person who was awarded the 10-point preference must agree in writing to maintain bona-fide District residency for 7 consecutive years from the effective date of hire and must provide proof of such residency annually to the Director, D.C. Department of Human Resources.

Note: DPM instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3]

Inquiries: Policy and Planning Administration, DCHR (202) 442-9644

Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

Retain Until Superseded

- f. Each subordinate agency head shall submit to the Mayor and the Council quarterly reports detailing the names of all new employees, their salary schedules, titles, and place of residence. The report shall explain the reasons for employment of non-District residents.
- g. The Mayor is required to conduct audits of each subordinate agency's personnel records to ensure that all persons claiming a residency preference at the time of hiring comply with the provisions.

4. Form

The revised *DCSF 2000RP* (copy attached) must be submitted with each application for a position in the Career Service, Educational Service, Legal Service (line attorney positions only), Excepted Service (attorney positions only), or the Management Supervisory Service.

5. Effective Date

This instruction is effective immediately.



Brender L. Gregory
Director

Attachment:

D.C. Standard Form 2000RP, District of Columbia Government Residency Preference for Employment
(Rev. 3/3/08)

GOVERNMENT OF THE DISTRICT OF COLUMBIA

D.C. Department of Human Resources

RESIDENCY PREFERENCE FOR EMPLOYMENT (FORM DC-2000RP)

(Attach to Employment Application)

NOTE: This form is to be filled out and submitted with each application for a position in the Career Service, Legal Service other than the Senior Executive Attorney Service, Excepted Service (attorney positions only), or the Management Supervisory Service. Preference, if applicable, will not be granted unless this form is completed and received at the time of application.

Name: _____ Social Security No.: _____
(Print—Last Name, First Name, Middle Initial)

Position Applied for: _____ Vacancy Announcement No.: _____
(Print)

CHECK ONLY ONE OF THE FOLLOWING STATEMENTS

I.

☐ I, the undersigned, am currently a District government employee whose service began on or before December 31, 1979 and has been continuous since that date. I understand that I will not be required to submit proof of, or establish or maintain, residency as a result of receiving preference.

II.

☐ I, the undersigned, am a former employee of the U.S. Department of Health and Human Services at St. Elizabeths Hospital who accepted employment with the District government, without a break in service, effective October 1, 1987. My service with the District government has been continuous since that date. I understand that I will not be required to submit proof of, or establish or maintain, residency as a result of receiving preference.

III.

☐ I, the undersigned, am not a bona fide District resident and I understand that I am not entitled to the 10-point residency preference.

IV.

☐ I, the undersigned, am a bona fide District resident and I **DECLINE** the residency preference.

V.

☐ I, the undersigned, am a bona fide resident of the District of Columbia and claim a residency preference in applying for the position indicated above. My current address is _____. Also, I have read the "Facts on Residency Preference" on the reverse side of this form and I understand that, if selected for this position, I will be required to submit proof of bona fide District residency and to maintain bona fide District residency for a period of seven (7) consecutive years from the date of appointment or promotion or forfeit the position.

FOR OFFICIAL USE ONLY:

- ☐ 10-Point Preference Applied
- ☐ 10-Point Preference Not Applied—State Reason:

Personnel Office Representative

Applicant's Signature

Date (Month, Day, Year)

(SEE OVER)

FACTS ON RESIDENCY PREFERENCE

- An applicant for initial appointment with the District government in the Career Service, Educational Service, Legal Service other than the Senior Executive Attorney Service (SEAS), Excepted Service (attorney positions only), or the Management Supervisory Service who is a bona fide District resident **AT THE TIME OF APPLICATION** may be awarded a residency preference of 10-points, unless he/she declines the preference points.
- An employee who applies for a competitive promotion in the Career Service, Educational Service, Legal Service other than the SEAS, Excepted Service (attorney positions only), or the Management Supervisory Service and who is a bona fide District resident **AT THE TIME OF APPLICATION** may be awarded a residency preference of 10-points, unless he/she declines the preference points.
- The 10-point residency preference is to be claimed by completing the front of this form and submitting the form with the employment application.
- A bona fide District resident who declines the 10-point residency preference **AT THE TIME OF APPLICATION** for initial appointment or competitive promotion, if found to be qualified, WILL NOT receive any preference. If selected, the person is not required to maintain bona fide residency.
- Residency preference will be afforded as follows:
 - The 10 preference points will be added to any points awarded to the person on the 100-point scale used to rank qualified applicants for the position.
 - For competitive promotions, except promotional examinations (e.g., police officers, firefighters, and correctional officers), the 10-point preference will be added to any points awarded to each qualified employee on the 100-point scale used to rank the qualified employees.
 - Preference candidates will be selected ahead of equally qualified non-preference candidates.
- A person who is awarded a 10-point residency preference and is selected for the position must agree in writing no later than the date of appointment to maintain bona fide District residency for a period of 7 consecutive years from the effective date of his or her appointment. Failure to maintain bona fide District residency will result in forfeiture of employment.
- The requirement to maintain bona fide District residency is applicable **ONLY** to an applicant and employee who is awarded a 10-point residency preference at the time of application for initial appointment or competitive promotion and is selected.
- Entitlement to preference: Any person who was employed by the District government on December 31, 1979, and who is still employed by the District government without having had a break in service of 1 workday or more since that date; or, pursuant to the provisions of Pub. Law No. 98-621, any former employee of the U.S. Department of Health and Human Services at St. Elizabeths Hospital who accepted employment with the District government without a break in service effective October 1, 1987 and who has not had a break in service since that date, will be granted a residency preference upon application for a **COMPETITIVE PROMOTION** in the Career Service, Legal Service other than the SEAS, Excepted Service (attorney positions only), or the Management Supervisory Service, if at least 1 qualified applicant for the position has claimed a residency preference. If selected, the employee is not required to establish or maintain bona fide District residency.
- An employee who is under a 7-year residency requirement who thereafter is awarded a 10-point residency preference in applying for another position (i.e., competitive promotion), if selected, will be required to begin a new 7-year residency requirement effective the date of the new appointment.